



Job Vacancy Announcement

Agency Job Posting #: TSBP 23-030
Work in Texas #: 16048780

Number of Openings: 1
Schedule: Full-Time

Opening Date: June 22, 2023
Closing Date: July 23, 2023

Job Title: Compliance Inspector
State Classification: 1324 – Inspector IV
FLSA: Non-Exempt
Monthly Salary: \$4,113.17 (B17)
Team: Compliance
Reports to: Director of Compliance
Travel: 60 percent
New Hires & Rehires: 60-day waiting period for health coverage

Military Crosswalk

Army: 68R, 640A
Navy: AD, AM, AME, HT
Coast Guard: IV, ME, MST, BOSN, MSSD, MSSE, MSSR, OAP11, OAP14
Marine: 6016, 6017, 6033, 8012, 8056,
Air Force: 150X1, 2A7X2, 2F0X1, 4E0X1, 8I000, 85000, 8I100, 43HX, 86M0, 87M0, 87G0, 87Q0

General Description

Performs highly complex (senior-level) inspection work. Work involves coordinating and conducting inspections on licensed pharmacies and pharmacies applying for licensure to ensure compliance with laws and rules governing the practice of pharmacy. Inspection work is conducted throughout the State of Texas but primarily in the region(s) as assigned by the Director of Compliance.

For this position, the region(s) assigned is primarily in Houston and surrounding counties.

Works under limited supervision of the Director of Compliance with considerable latitude for the use of initiative and independent judgment within the limits of agency and team policies and procedures.

Essential Duties and Responsibilities

- Conducts inspections for licensed pharmacies, including facilities applying for a license, for compliance with laws and regulations governing the practice of pharmacy. Work includes:
 - Documenting findings accurately in inspection reports and other required forms;
 - Distributes written agency materials and resources to pharmacy staff during inspections; and
 - Collecting samples of compounded preparations for analysis according to established procedures.
- Makes recommendations to pharmacy staff, including pharmacists and pharmacy owners on how to correct violations and conducts follow-up inspections to determine compliance.
- Prepares, reviews, and evaluates inspection records and reports.
- Prepares other written and electronic reports as assigned or required.
- Reviews inspection roster and request for inspections to determine weekly inspection schedules to ensure pharmacies are inspected within performance measures as required by the Board.
- May investigate complaints as requested and assigned by the Director of Compliance or designee. Work involves:
 - Gathering and analyzing physical evidence and preparing written reports regarding findings of investigations; and
 - Conducting joint investigations with other agency staff or agents of other regulatory agencies, as necessary.
- May testify at disciplinary hearings regarding inspection procedures, findings, and evidence, as necessary.
- May attend with job-related training events and professional conferences and meetings.
- May assist Compliance Officers in the preparation and presentation of continuing education materials.
- May assist in the development of team forms and procedures.
- Determines work priorities and schedules time accordingly.
- Maintains confidentiality as required by agency policies and procedures.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.

Knowledge, Skills, and Abilities:

Knowledge of laws and rules governing the practice of pharmacy; procedures relating compounding of sterile and non-sterile preparations; the principles and methods of field inspection and quality control; the basic rules of evidence; and practices of general and specialized pharmacy operations.

Skill in interpersonal relationships necessary to represent, present, inform, and persuade; the use of standard office equipment, computers, and computer software, including Microsoft Word, Excel, and Adobe.

Ability to prepare reports, to interpret laws and regulations; gather and analyze data; to communicate effectively, both verbally and in writing; maintain confidential and sensitive information; manage multiple priorities concurrently and meet deadlines; and manage time efficiently and work independently.

Education and Experience Requirements:

- Graduation from a standard high school or equivalent is preferred. Experience and education may be substituted for one another.
- Graduation from an accredited college or university is highly desirable.
- Minimum of one year as a registered pharmacy technician is required.
- Previous experience or education in compounding sterile and non-sterile preparations, including the completion of an accredited training program is highly desirable.
- ACPE IV Certification is highly desirable.
- Prior experience in compliance or inspection work is desirable.

License Required: Must possess a current pharmacy technician registration and be in good standing with the Texas State Board of Pharmacy.

Must have a valid Texas Driver's License and have insurability by the agency's car insurance carrier.

Within the first three months of employment, will be required to complete the process to become commissioned as a notary public.

Environment/Physical Conditions

Designated duty point is personal residence. Must reside and operate from a headquarters located in a county as assigned by Director of Compliance or be willing to relocate. Work may require extended stays from designated duty point. For this position, the designated duty point is in Houston and surrounding counties.

Work involves traveling by state-issued vehicle within assigned region and throughout the State of Texas, as needed, to complete inspections, including periodic travel to Austin Headquarters. Sitting and driving for long periods of time may be required. Work may involve travel by commercial airlines.

State of Texas is a tobacco free workplace, including state-owned buildings and state-owned vehicles.

Work requires gathering of record and requires the ability to correctly lift and move up to 30 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time. May work in the Austin office which has a normal office environment.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to

sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant's unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
human.resources@pharmacy.texas.gov

Veteran's Preference

In order to receive a veteran's preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf